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TRANSMITTAL SLIP		DATE
TO: <i>Director, ODP</i>		<i>81 DEC 1983</i>
ROOM NO. 2D0105	BUILDING	<i>Hdqs</i>
REMARKS: <i>Detention</i> <i>DDC</i>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

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Central Intelligence Agency
Washington, D.C. 20505

30 November 1983

Planning Staff

NOTE FOR: ISB Members

SUBJECT: Minutes of 17 October Meeting

Attached are the minutes from the Information
Systems Board meeting held on 17 October. Please
phone any corrections or additions to me on

secure

Executive Secretary, ISB

Attachment

Executive Summary

83-5685

25 November 1983

MEMORANDUM FOR: Information Systems Board Members

FROM:

Executive Secretary to the Board

SUBJECT: Minutes of 17 October 1983 Meeting of the Information Systems Board

1. The Information Systems Board met on Monday, 17 October 1983. Charles Briggs (ExDir) presided and participants included board members: [redacted]

Board members: William Donnelly (D/OC), [REDACTED] (D/OS), Philip Eckman (D/ORD), [REDACTED] (D/Compt substituting for Danny Childs), Rutledge Hazzard (D/NPIC), [REDACTED] (DD/OD&E for Robert Hall), [REDACTED]

Robert Kohler), (DD/OSO for (DD/OCR for Clarus Rice), and (C/ASG). The following individuals attended, representing their Working Group: (ISRD/ORD) Chairman of Artificial Intelligence Applications Working Group; (C/ISSG/OS), Chairman of Computer Security Working Group; (SA/ODDO), Chairwoman of Executive Information Systems Working Group; (C/SINAG/MLS/OC), Member of Requirements and Technology Acquisition Working Group.

2. Mr. Briggs opened the meeting by thanking the Board members for their perseverance through the first three meetings which dealt primarily with organizational matters. He assured Board members that future meetings would address substantive information handling questions. There were no additions or corrections to the minutes of the 2 September meeting other than Mr. Brigg's suggestion that paragraph five be rewritten to improve clarity. Mr. Briggs also announced that, at Mr. Kohler's suggestion, the Working Groups had drawn up schedules of milestones. The schedules of four Working Groups were disseminated at the meeting and the Computer Security Working Group's schedule was briefed to the Board at the same time the charter was presented. The Artificial Intelligence Applications Working Group has not yet determined its schedule.

3. [redacted] (ORD), summarized the Artificial Intelligence Applications Working Group's charter which focuses on the long-term introduction of artificial intelligence (AI) technology into the Agency. The charter emphasizes information exchange and the mutual education of working group members in particular, and CIA personnel in general, with regard to the

usefulness of AI to the Agency, the shortcomings of current AI tools, and the most effective intelligence use of promising AI applications. [redacted] stated that the group is conducting a series of internal AI project briefings and is planning to establish a "Blue Ribbon Panel" of external AI experts to consult on potential Agency AI applications. They will also develop recommendations for a long-range plan to manage AI technology transfer into CIA. [redacted]

4. In the subsequent discussion, the Board agreed with the focus and substance of the charter and expressed the hope that the working group would be able to take AI out of the buzzword stage and into practical reality. Board members cited several intelligence problem areas where AI might have a sizeable payoff, including the exploitation of open source literature, the analysis and fusion of intelligence, and the support of special collection systems.

5. [redacted] (OS) briefed the Board on the charter and milestones of the Computer Security Working Group, emphasizing that the group would support and advise the Board on computer security matters, draft a charter for a permanent interdirectorate group, examine the threats, vulnerabilities, and risks associated with Agency computer systems, analyze new safeguards for selected systems, assess the cost and operational impact of security enhancements, and provide a focal point for the various groups and individuals concerned with computer security at CIA. Board members suggested no changes in the group's charter or milestones, but did comment on the importance of the group's work and urged that the working group coordinate the efforts of the many Agency components involved, as well as coordinate Agency involvement in Community-wide computer security endeavors, such as Ruth Davis's COMPUSEC Project. [redacted]

6. (DDO) presented the Executive Information System Working Group's charter and draft milestones. [redacted] remarked that the working group had already begun requirements surveys and, based on these surveys, had noted that

-- the staffs of senior executives do most of the information gathering and much of the analysis and thus may make better use of an information system than the executives;

-- the systems containing management-type information which exist today are not designed for executive hands-on use;

-- although most senior executives find it difficult to articulate their requirements for an information system, when provided with carefully selected capabilities, the executives' appetite for information system capabilities will grow; and

-- most of this working group's effort will be related to the efforts of other groups, thus making the timetables interdependent.

25X1 7. Board members suggested no changes to the charter or milestones but did express considerable interest in the group's efforts. [redacted] strongly recommended that the group analyze the failures as well as the successes of executive information systems in the private sector. [redacted] and Bill Donnelly agreed that most senior executives do not know what to ask for and suggested that it is the Board's job to lead them into the future.

25X1 [redacted] suggested that electronic mail is a good starting point for executives, but Bill Donnelly felt that AIM might not be the right medium for that level. Several Board members suggested that the group look at the ways in which others had identified requirements (surveys, interviews, etc.). [redacted] assured that the working group intended to look at other public and private sector experiences. Mr. Briggs commented that, in certain areas, CIA is being driven by external forces. Agency involvement in tele-conferencing, for example, is being driven by White House initiatives for the crisis management facility. [redacted]

25X1 8. [redacted] (OC) next discussed the charter of the Requirements and Technology Acquisition Working Group, noting that deliberations so far had focused more on the requirements process than technology acquisition. The general consensus of the group, he noted, has been for some type of centralized review of requirements. Mr. Briggs noted that there should be no predilection for a centralized organization. Milestones identified were: requirements methodology selection -- end of October; organizational involvement recommendations -- mid-November; presentation of alternatives and recommendations -- January 1984. [redacted]

25X1 9. In introducing [redacted] to brief the Board on the ODP re-organization, Mr. Briggs noted that he had enjoyed speaking to ODP personnel at [redacted] conference. He noted that some in the audience reportedly believed that the Board and Working Groups had been formed because ADP was not being properly managed. Mr. Briggs told those at the conference, and repeated to the Working Group members present, that the Information Systems Board was not formed because something is wrong with present ADP management but because policy decisions on ADP issues are needed and because the ADP expertise located throughout the Agency must get to the executive decisionmakers. [redacted]

25X1 10. [redacted] then briefed the Board on the impending reorganization of ODP into five groups: Information and Assistance Group (which will include an information center and consulting services), Processing Services Group, Special Systems Group (which will be responsible for CAMS II and eventually will service DDS&T), Intelligence Systems Group (SAFE and service to DDI), and Administrative Systems Group (LIMS and the interface to DDA). [redacted]

25X1 [redacted] stressed that the re-organization was undertaken to make the structure of ODP at once more responsive and more transparent to the users of ODP's services. [redacted]

25X1 11. Mr. Briggs challenged Board members to consider ODP personnel for rotational positions into their own components as

25X1

another way to increase both the ODP professionals' knowledge of user requirements and constraints and the recipients' access to professional help. He reminded the Board that to make such rotations attractive and career enhancing, the rotatee had to see that they led to challenging assignments and/or promotions upon return to his home component or while still on rotation. [redacted]

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25X1

12. Mr. Briggs closed the meeting by reminding the Board members that future meetings would concentrate on substantive issues and not working group structure. He asked if there were any issues of common concern that should be aired immediately. No issues were suggested and Mr. Briggs adjourned the meeting. The next meeting is scheduled for Thursday, 17 November 1983, at 1100 hours in the DCI Conference Room, 7D64 Headquarters. The Workstation Environment Working Group will brief the Board on the group's Interim Report: "Combining Word and Data Processing in a Single Terminal." Board members will receive copies of the Interim Report before the next meeting. [redacted] [redacted]